

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-105

OPENING DATE: 14 April 2006

CLOSING DATE: 1 May 2006

ANTICIPATED FILL DATE: 28 May 06

POSITION TITLE AND NUMBER

Command Unit Administrator
PDCN R7286000 MD # 2740-11L

UNIT/ACTIVITY AND DUTY LOCATION

HQ, 30th HBCT, NCARNG
Clinton, North Carolina

GRADE AND SALARY (Includes Locality Pay of 12.52%)

GS-0303-09 \$42,955.00 - \$55,846.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the On-board Only. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. KSA's must reflect (at least 24 months) dates/work experience referenced in the application/resume. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with dates*) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of regulations and procedures related to the type of work performed by the function.
2. Skill in analyzing data and information, making recommendations, conducting comprehensive evaluations and making presentations.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

SECURITY CLEARANCE: Must have or be able to obtain a security clearance at the Secret level.

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MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: CMF: 42)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Performs supervisory personnel functions over the separate units of a brigade (separate). Originates and prepares formal requests for filling vacancies and selects or participates with considerable weight in the selection of employees for promotion, reassignment or appointment. Prepares formal requests and recommendations for promotions, reassignments, appointment and other status changes; and recognition of outstanding performance of assigned employees. Approves and disapproves leave and recommends action in such unusual cases as the granting of advance leave or LWOP. Receives formal grievances and resolves, when possible, at the first level. Takes necessary info-1 disciplinary action and proposes to higher authority specific, appropriate formal action as warranted. Recommends employees for training and/or development. Implements the provisions of the equal employment and employee relations program, and keeps employees informed on all aspects of the state personnel program pertaining to their situations, either directly or by referral to the appropriate subject-matter specialist. Plans, organizes and assigns work to employees and insures that employees are familiar with and sufficiently 'trained in their duties to accomplish work assigned. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines or priorities. Sets performance standards and evaluates personnel performance. Reviews work through reports generated by Unit Administrators/Supply. Clerks of separate or attached subordinate elements which are assigned to the command headquarters, for personnel action, administrative responsibility, and supervision of logistical and maintenance matters; for accuracy, content, compliance with applicable directives and timely submission. Provides general supervision in administrative and personnel matters to the command in the absence of the Administrative Officer over other elements of the command. Continually keeps abreast of all current regulatory requirements and new developments. Coordinates routine command wide administrative projects and makes decisions or recommendations which will insure achievement of program objectives. Visits subordinate units on a periodic, recurring basis inspecting and evaluating the administrative aspects of the overall program and makes decisions or recommendations as appropriate to correct existing deficiencies or to determine deficiencies prior to recurrence. Participates, when required, in development of plans and conduct of studies related to the overall command program. Participates in the planning of technician programs and management and keeps supervisor and command informed on changes, or recommended changes, of policy or procedures. Maintains suspense files and follows up on correspondence and reports to insure completion of required actions in a timely manner. Prepares special tables, graphs and charts using own initiative and judgment. Participates in formulating and preparing drafts of plans, administrative policies, SOPS or other publications which the command is required to publish or disseminate. Establishes and maintains organizational pinpoint publications distribution account. Reviews, edits and approves requests for publications from subordinate unit prior to forwarding requests to pinpoint distribution centers. Computes re-supply of publications for subordinate units and supervises receipt of incoming shipments to insure quantities are received as requested. Distributes publications and blank forms to units as required. Reviews all incoming correspondence from subordinate units to insure full compliance with-regulations, directives, policies, procedures, format, spelling, grammar and accuracy. Returns for correction all incorrect or inaccurate work with appropriate comments to insure compliance. Assists in maintenance of internal office controls and management to insure maximum efficiency of operation. Advises subordinate units on office management procedures consistent with established policies and directives. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1